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DD 1565-4045

26 AUG 1965


MEMORANDUM FOR: Director of Training

SUBJECT : Voluntary Language Training Program

REFERENCE : Memo for DD/S fr DTR dtd 3 Aug 65, same subject

1. Based upon your statement of the decline in need for a Voluntary Language Training Program expressed in the reference, I suggested to each of the other Deputy Directors that they concur in the suspension of the program for one year. Affirmative replies have been received from each of the Directorates.

2. You are authorized to suspend the Voluntary Language Training Program for a period of one year from 1 September 1965. Please submit to me by 1 June 1966 your recommendation regarding re-establishment or further suspension of this program.


for
R. L. Bannerman
Deputy Director
for Support

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Off-Duty Language Training

REFERENCE : Memorandum for DTR from DD/S, dated
26 August 1965, Subject: "Voluntary
Language Training Program"

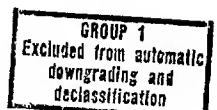
1. A recommendation for your approval is contained in paragraph 5 of this memorandum.

2. In accordance with the reference, we have made a reappraisal of the concept of language training during off-duty hours. The concurrence of the Directorates in the suspension of the Voluntary Language Program and in the Agency Foreign Language Policy has affirmed the Agency's belief that the bulk of language requirements should be met by training in regular classes during duty hours. No need has been demonstrated for a resumption of the Voluntary Language Training Program.

3. The Agency Language Policy, however, requires the acquisition of a "courtesy level" proficiency by professional employees assigned abroad and encourages a similar goal for non-professional employees and wives of employees serving abroad. Many of these requirements cannot be fulfilled by classes held during working hours.

4. A program of classes held outside of working hours and confined to the satisfaction of the requirement made by the language policy of individuals going overseas would

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ensure a focus of purpose and a high level of motivation. It would also ensure the use of language training gained at Agency expense for the immediate purposes of the Agency.

5. We therefore propose to institute a new program of out-of-hours classes, drawing instructors from a group of qualified staff employees, and offering one semester in the Fall and one in the Spring of the year, beginning September 1966. It is further proposed that only a single beginning course be offered in each language to fulfill the requirement for a courtesy level of proficiency. Those requirements which demand higher levels of proficiency would normally be satisfied by other means.

6. The effectiveness of programmed language instruction is currently being assessed; if it proves to be of value, such material may substitute for or supplement live instruction in this program.

John Richardson
Director of Training

The recommendation contained in paragraph 5 is approved.

R. L. Bannerman
Deputy Director
for Support

Date

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